

# Chief Deputy Clerk

Appointed  
Courthouse, Coalville, UT, US  
Requisition ID: 1088

Summit County, located in Utah, is seeking candidates with administrative professional experience for Chief Deputy Clerk. The Chief Deputy Clerk performs a variety of professional administrative and supervisory duties related to organizing, directing, and coordinating the various legally required functions of the office of the County Clerk. In the absence of the County Clerk, assumes all statutory authority and responsibility of the department. Works in close relationship with the Clerk. Appointments to this position are politically exempt from protection under county personnel policies and procedures; as such employee works at the will and pleasure of the clerk. May provide close to general supervision to Deputy Clerk(s) and Elections Clerk. We are a drug free workplace conducting pre-employment drug testing. We are an equal opportunity employer and encourage women, minorities, and the disabled to apply. **Open until filled. First review 6/21/2021.** (Best to use Google Chrome to apply.)

**SALARY RANGE:** \$75,000.00/annually

## BENEFITS

- Options for a premium free Health Plan
- Dental Plan
- Life Insurance
- State of Utah Retirement
- Sick Leave
- Parental Leave
- Vacation Pay
- 401K Match
- Orientation Pay Increase - up to 3% increase at the successful completion of six-month orientation period

## ESSENTIAL FUNCTIONS

- Office Management: Performs as lead Deputy Clerk; assists in monitoring department day-to-day operations and ensures compliance with established laws, practices, policies, and procedures; maintains accounting of moneys received; processes revenues and accounts for revenues as established by county policy; makes revenue deposits with county treasurer; provides training; creates work schedules and authorizes leave and sick time off; conducts performance appraisals; makes recommendations related to employee recognition and corrective action. Works with the Clerk to establish goals and direction; appraises management regarding needs, issues, and office concerns promptly. Assists with developing, monitoring, and managing the office budget.

- **Official Functions:** Supervises routine functions of the Clerk's office, i.e., reports and statements, ordinances, resolutions, contracts, notary records; performs oaths; issues marriage licenses, business licenses, alcohol licenses, special event licenses; receives fees; processes and maintains passport applications and county vehicle registrations; and oversees the ongoing and periodic process of the office related to voter registration, candidate filing, ballot preparation and assembly, absentee balloting, record purging, precinct organization and divisions, and election results processing. May attend county council meetings to take and prepare minutes; prepares correspondence and notices for council as needed; assists in the update and maintenance of minute indexes. Follows established time schedules to administer elections and monitor office processes to ensure efficient and effective operations and compliance with ordinances, statutes, and federal law.
- **Customer Service:** Provides public information about the office and relevant laws and procedures whether in person, on the telephone, in writing, or electronically; informs the public regarding various formal processes including elections, voter registrations, candidate filing, marriage licensing, business licensing; receives fees and maintains electronic receipt system, answers correspondence received by the office; researches formal county documents and provides copies as requested; coordinates and performs document searches of past documents, including marriage licenses, ordinances, contracts, resolutions, council minutes, etc. Performs public service requests as qualified by law. Inputs, processes, compiles, and retrieves various financial data; creates forms, reports, and correspondence; and maintains files per internal, state, and federal report requirements.
- **Business Licensing:** Assists the public to obtain business licenses; answers questions and correspondence received by mail or electronically; accepts applications and receives fees; issues licenses according to established processes and procedures; monitors status of business licenses and ensures timely annual renewal; issues renewal notices; researches and tracks various business activity; maintains business licensing records.
- **Elections:** Responsible for compliance with all applicable federal and state laws, including the National Voter Registration Act (NVRA). Maintains security access levels and passwords for each user of Election Systems and Software (ESS) system; checks and properly secures access to every ESS function and displays registrant information as allowed by state election laws.
- **Monitors the petition circulation process** for candidate nominations and state and local ballot initiatives and referenda, including receipt and documentation of applications and declarations to begin the circulation process, receipt and documentation of submitted petitions, verification of signatures, certification of petitions to the Lieutenant Governor, and maintenance of an electronic database of certified petitions. Coordinates with representatives from other governmental entities, political parties, candidates, the press, and the public to receive and provide information throughout the election process.
- **Assists in the organizing of federal, state, county, municipal, and special service district elections**—primary, general, and other required elections. Train precinct

registration agents and election judges. Coordinate election ballots and materials. Prepare legal notices and publications as required by law, oversee the ongoing and periodic processes of the office related to voter registration, candidate filing, ballot preparation and assembly, voter machine maintenance and assembly, mail-in balloting, absentee balloting, record purging, forms processing, precinct organization, and divisions; updating names of voters into a computer; operates ballot machine as needed to prepare ballot packets and books; assists in election results processing and reconciliations.

- Evaluates program effectiveness and employee performance, makes recommendations to the Clerk for program alterations or system changes, and implements them upon approval. Conducts inventory of election supplies and maintains an adequate supply of inventory as required. Maintains a positive rapport with the public, political party operatives, candidates, and elected officials of the community. Monitors compliance with laws related to candidate declaration of campaign funds; issues and processes declaration forms; apprises party leadership of compliance needs, office policies, state and federal statutes, and administrative policy.
- Marriage Licensing: Oversees processing and assists with the issuing of Marriage Licenses; searches marriage books for information on or verification of marriage licenses; responsible for the recording and processing of marriage licenses; performs marriage oath, collects fees and receipts, and monitors 30-day return requirements of license; issues and approves Marriage Designee Appointments, records and indexes marriage licenses, and applications, and prepares monthly State of Utah deposit report and sends to state; certifies copies of marriage licenses.
- Technology Support: Assists with / oversees the maintenance and operation of the Clerk website, social media, and web-based applications related to elections, marriage licensing, business licensing, and other services provided.
- Records Management: Acts as department records officer in compliance with Utah GRAMA Guidelines. Oversees the management of various permanent records such as contracts, agreements, ordinances, resolutions, warrant registers, oaths of office, quitclaim deeds, billing statements, vouchers, bid bonds, and bond certificates; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and guidelines. Helps with the collection of county-wide data, completes appropriate state forms, and delivers to appropriate state agencies. Records county statistics, computes totals, and provides monthly reports. Tracks costs and fees for correct billing and costing for contracts and performs monthly reconciliations.
- General Office Support: Assists in balancing and depositing fees collected, submits requests for reimbursements to State agencies for clerk related services, helps prepare legal notices for the newspaper, researches and applies for appropriate grants, prepares a statistical report of applications each month to help with yearly reports, performs related duties as required. Works regularly alongside County employees from other departments outside line of supervision including Council, Attorney, Manager, IT, and their staff.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Qualifications:**

- Graduation from college with a master's degree in Public Administration, Business, Management, or related field; **AND**
- Five (5) years of progressively responsible work experience performing above or related duties, including management, leadership, budgetary, or project management; **OR**
- An equivalent combination of education and experience.
- Must have a valid driver's license issued by the state of Utah.
- May be required to become a certified election official by the state of Utah.
- Must be able to work extended hours during the election season.
- **Must pass a criminal background check.**

### **KNOWLEDGE, SKILLS & ABILITIES**

- Considerable knowledge of state law governing areas of clerk's office: experience in general office management and supervision; inter-personal communication skills and public relations; some knowledge of county ordinances and procedures and the operation and responsibilities of the county clerk's office; considerable knowledge of the laws and regulations governing records management; considerable knowledge of election processes and procedures; cash handling procedures and customer service knowledge; modern bookkeeping and accounting practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); general computer format and data entry.
- Ability to operate a variety of office-type equipment, perform data entry tasks, pay close attention to details, communicate effectively verbally and in writing. Must be able to develop and maintain effective working relationships with elected officials, professionals, the press, the public, and fellow employees. Must possess decision-making, organizational, and time management skills, cultural awareness and sensitivity, a sound work ethic, and stress management skills.

### **WORK ENVIRONMENT**

Performs in a typical office setting with appropriate climate controls. Essential tasks require various physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, seeing, and occasional moderate lifting during elections. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem-solving.